



Employee Payroll Entry Guidelines

Employees

TIPS & REMINDERS

1. All Timesheet/Leave Report time should be recorded in increments of actual hours XX.XX (ie. 8.00, 7.50, 3.75, etc)
2. Your Approver may return your Timesheet/Leave Report to you for correction; if so correct the reason given then resubmit per these instructions.

*****Please respond to any request for correction on the same day to ensure time for approval and proper payroll processing.***

3. You do not need to enter anything on days where there were no hours worked or no leave was taken, i.e. you don't need to enter zeros on those days for each type of leave.
4. Be sure to include any Leave earn code on specific days where Leave was taken in place of regular work hours.

OPENING YOUR PAYROLL ENTRY REPORT

1. Access the Employee Hub at: <http://www.xavier.edu/employees>
2. Click the **Banner Self-Service** link.
3. Select the **Employee Services** link.
4. Select the **Employee Dashboard (SSB9)** link.
5. Click the **Enter Leave Report** or **Enter Timesheet** button.
6. Click the Report In Progress or the Start Time/Leave Entry Report.

Leave Report

Approvals Leave Report

Leave Report Period

| Leave Period | Hours/Days/Units | Submitted On | Status |
|------------------------------------------------------------------------------------------------------------------|------------------|--------------|-------------------------------------------------------------------|
| Project Manager, 998408-00, X, 53001, Project Management Office Prior Periods | | | |
| 01/01/2023 - 01/31/2023 | | | Not Started Start Leave Report |
| 12/01/2022 - 12/31/2022 | | | Not Started Start Leave Report |

ENTERING HOURS

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time against.
3. Click the **Select Earn Code** and choose the specific code to enter time for.
4. Enter the **number of hours** and hit **Save**.
5. You can add Multiple Earn codes for each day by clicking the **+Add Earn Code**.

EDIT / COPY LEAVE TIME

1. Click the **Left/Right Arrow** to change the week.
2. Click the **Date/Day** you wish to enter time against.
3. Click the **Pencil or Copy icon** for the specific earn code.
4. Edit the **Hours** or Select the **dates/days** to Copy to then **Save**.



Project Manager, 998408-00, X, 53001, Project Management Office Restart Leave Report Leave Balances

01/01/2023 - 01/31/2023 In Progress Submit By 02/14/2023, 05:00 PM

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |

+ Add Earn Code

| | |
|---------------------|-------|
| Earn Code | Hours |
| Vacation Pay-Salary | 3.75 |
| Earn Code | Hours |
| Exempt Sick Leave | 3.75 |

Exit Page Cancel Save Preview

⚠ Possible Insufficient Leave Balance.

Please disregard this message. Your pay will NOT be affected by a negative balance in these leave types. Unless this is the last pay for the employee.

Leave Report Messages 1

ⓘ Possible Insufficient Leave Balance for Exempt Sick Leave

SUBMIT YOUR TIMESHEET/LEAVE ENTRY REPORT

Check your hours to make sure the days, numbers, and leave codes are all correct.

A Preview of the Current Time/Leave Entry Report appears for your review.

1. Click the **Preview** button at the bottom right.
2. Add **Comments** if applicable.
3. Click the **Submit** button at the bottom right.
4. Click the **Return** button to go back to the Timesheet/Leave Entry Report to make any modifications.

**LEAVE REPORTING ONLY
WHEN NO LEAVE TAKEN IN THE MONTH**

You **MUST** submit a blank Leave Report even if you did not take leave in the month. Access your leave report as if you were going to enter leave hours and Click the **Preview** button and then **Submit for Approval** button at the bottom of your leave report.

LEAVE A COMMENT

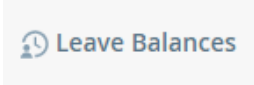
You can leave a comment for your Approver
Click the Comment button by the date/hours:



1. Or Click the **Preview** button.
2. Enter a **Comment** prior to Submitting.

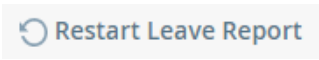
LEAVE BALANCES

You can review your current Leave Balances
1. Click on Leave Balances in the upper right



RESTART LEAVE REPORT or TIMESHEET

You can Restart your Time Entry Report to remove all information.



You must **Cancel** or **Restart** to confirm.

⚠ You have requested a restart of your leave report. Please note that all previously entered leave and comments will be removed from this pay period after the restart.
To proceed, select the Restart button. To return to your leave report, select the Cancel button.